

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Instituto Politécnico de Coimbra
Erasmus code	P Coimbra02
Institution website	www.ipc.pt
International Students webpage	http://internationalrelations.ipc.pt/
Information for incoming students	https://www.esec.pt/pagina.php?id=524
Course catalogue	https://www.esec.pt/pagina.php?id=524

1.2 Main contacts

Institutional Coordinator	Nuno Ferreira
Contact details	Address: Av. Dr. Marnoco e Sousa, nº 30 3000-271 Coimbra, Portugal Phone +351239791250 Fax Email dga.sri@ipc.pt

Other useful contacts	Cláudia Andrade
	Rua D. João III 3030-329 Coimbra Phone: +351 239793127 e-mail: gri@esec.pt

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
all	Portuguese/English	B1	all

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

4. Calendar

4.1 Applications/information on nominated students must reach **Instituto Politécnico de Coimbra** (Name of Institution) by:

Autumn term	15 December
Spring term	30 December

4.2 Decision

The receiving institution will send its decision within 5 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at **Instituto Politécnico de Coimbra**.

5. Information

5.1 Grading system of the Institution

In the Portugal university/polytechnic system each course unit is graded on a scale from 0 to 20 points. The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme. The lowest passing grade is 10.

Other information

5.2 Visa

Instituto Politécnico de Coimbra will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact details	Cláudia Andrade
Website	Rua D. João III 3030-329 Coimbra Phone: +351 239793127 e-mail: gri@esec.pt

5.3 Insurance

Instituto Politécnico de Coimbra will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

<https://www.esec.pt/pagina.php?id=524>

5.4 Housing

Instituto Politécnico de Coimbra will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Contact details	Cláudia Andrade
Website	Rua D. João III 3030-329 Coimbra Phone: +351 239793127 e-mail: gri@esec.pt